MINUTES OF THE ANNUAL MEETING OF THE COMMITTEE ON LITERATURE AND PUBLICATIONS

FEBRUARY 9, 1917

In the absence of Mrs. Pingry, the chairman, Mrs. Bennett, president of the Board, presided.

There were present: Mrs. Thompson, Miss Quinlan, Miss Sheibley, Miss Rue, Mrs. Gildersleeve, and Miss Finks. Mrs. Hayden and Mrs. McMillan were excused.

The meeting was opened with prayer by Miss Quinlan.

MANUSCRIPTS A report was made on the manuscripts assigned to members of the the committee and officers of the Board.

Mss. # 8781 - "A Tourist's View of Our Missions in Porto Rico",by Dr. Mills,is edited but not yet accepted.

Mss. #14802 - Mrs. Wiber's article "Snapshots of New Mexico Personally Taken" is now on the press.

Mss. # 8782 - "Indian Story in Pantomine" not located.

"NUTSHELL ITEMS" Recommendation was made that a copy of "Nutshell Items" be sent to the principal of each boarding school with a request to furnish up-to-date information that can be inserted after historical facts have been prepared by the officers who are responsible for the preparation of the leaflets in this series, the same to be returned to the officers, passed on to Mr. Allaben for his confirmation of facts, returned by him to the officers, and then passed on to Miss Ballard for publication.

"FIRST IMPRESSIONS OF LANGDON" It was moved by Miss Quinlan, seconded by Mrs. Thompson, and carried that "First Impressions of Langdon", a manuscript prepared by a teacher at Langdon, be transferred to Miss Finks for her use in the "Home Mission Monthly" if acceptable.

"HANDBOOK FOR PRESBYTERIAL AND SYNODICAL OFFICERS"

"Handbook for Local Presbyterial and Synodical Officers" has been referred to a Committee of General Council to issue immediately. ✓

MRS. MCMILLAN'S PLAY ON GIVING

No information.

Miss Quinlan moved that Miss Long, the General Secretary, should see that all articles intended for the press be read and approved. This motion was seconded by Mrs. Thompson and carried. It was recommended that Indian and Alaskan articles now in the hands of Miss Ballard, the Publicity Secretary, be submitted to Miss Long, the General Secretary.

"HOME FIELD EXTRA"

"Home Field Extra" was discussed, its various phases considered, and it was the unanimous opinion that its general character should be changed as the "Home Field Extra" in its present style does not fill the need. Mrs. Thompson moved that we go back to the regular galley form. This was seconded by Miss Quinlan and carried. It was further recommended that the chairman of this committee take this matter up with Miss Ballard.

The question of allowing space in the "Home Field Extra" for Freedmen's work was considered. Mrs. Thompson moved that small items on the Freedmen be allowed in the "Home Field Extra". Seconded and carried.

PRAISE MEETING PROGRAMS

In view of the fact that our stock of Praise Meeting Programs is so greatly depleted ~~and~~ that societies desiring to order cannot have a choice it was moved and carried that reprints of 3000 copies each of

"Women's Offerings"
"All the Day Long", and
"On the Long Road"

be ordered after the beginning of our new fiscal year.

PRAYER CALENDAR 1917

The question of the need of ordering a reprint of 3000 copies of the Prayer Calendar 1917 was presented. As the cost would be about sixteen cents per copy there was considerable discussion after which Mrs. Thompson moved that the matter be referred to the Woman's Board with the recommendation that it be not reprinted. Seconded and carried.

The needs of the Literature Department for the coming year were then presented by the acting chairman and the following recommendations were made:-

MONTHLY TOPICS

That the preparation of a list of monthly topics for 1918 be referred to Miss Finks and Miss Long.

PRAYER CALENDAR 1918

That the chairman of this committee appoint a committee to consult with the Committee of General Council regarding the Prayer Calendar and to proceed with the preparation of our issue for 1918.

PRAISE MEETING PROGRAM 1917

That the annual praise meeting program for 1917 be referred to the chairman of this committee with the suggestion that Mrs. William Nelson or Miss V.M. White be asked to prepare it and that it be ready by August 15, 1917.

SUMMER OFFERING LEAFLET

That Miss Mabel Parker be asked to prepare the summer offering leaflet to include three pictures that shall illustrate our medical work on the three fields where it is located. Copy for this to be ready March 1, 1917.

"HOME MISSION PUBLICATIONS AND HOW TO USE THEM" AND "WHAT AND WHEN"

That "Home Mission Publications and How to Use Them" and "What and When" be revised and reprinted by the Literature Department as usual.

The need for new publications on the monthly topics was next presented and the topics were considered in their order.

"NATIVE AMERICANS"

For the topic "Native Americans" it was recommended that Dr. Thomas C. Moffett be asked to write a leaflet on "The Unreached Red Man", also that the question of securing a leaflet manuscript on the Navajos be referred to him for his opinion as to whether Mr. Johnson or ~~Dr.~~ Mr Mitchell would write the same acceptably for us. If necessary remuneration may be offered.

It was recommended that Mrs. Herndon be asked to write two Indian stories and that remuneration for the same be granted; also, that Dr. Moffett be asked to write on "The Old and New Dwight".

That Mrs. Cynthia D. King be asked to write an leaflet article that shall present the human and not the historical side of the work at Wolf Point, Montana.

That Mrs. A.I. Aldrich who has visited all of our smaller Indian stations be asked to prepare material for a leaflet that shall include the the work at Pitt River, North Fork, Neah Bay, San Miguel and Elm Spring.

"NEWEST AMERICANS"

That the topic "Newest Americans" be treated by Mrs. Bennett in a leaflet ~~publication~~ that shall show "What Presbyterian women are doing to Americanize and Christianize the Immigrant" and "Why our Woman's Board has no work for Immigrants".

"CUBA AND PORTO RICO"

For the topic "Cuba and Porto Rico" it was recommended:-

That Mr. Odell be offered remuneration for an ~~article~~ leaflet on "The History of our work in Porto Rico".

That for a leaflet on the San Juan Hospital we combine the article describing the beginnings of the work by Dr. Grace Atkins Holmes which will appear in the May 1917 "Home Mission Monthly" with another that we shall ask Dr. Hildreth to prepare on the later development and work of the hospital.

That for a leaflet on Cuba Mrs. Bennett's article that appeared in the January 1917 "Home Mission Monthly" be amplified by her and reprinted in leaflet form.

It was also recommended that a story on Cuba be printed, the writer to be secured later.

"ALASKA" That Mrs. Herbert Fenn and Miss Mary Mac McKubbin be asked to give us narratives on Alaska; that Mr ~~Dr.~~ McKubbin be invited to write of his visit to his missionary daughter; and Mrs. Corning of "A Board Member in Alaska".

"WOMAN'S BOARD" That Mrs. Pingry prepare a brief statement in leaflet form showing the authority for the existence of our Board and reasons for our work among the exceptional peoples. It should be written for men as well as for women.

"OUR YOUNG PEOPLE" That our need for a leaflet showing the responsibility of the women's societies for the development of interest in our work among young people be referred to Miss Olga Hoff.

"OUTLOOK FOR THE YEAR" That the annual leaflet on "The Outlook for the year 1917-18" be prepared by Mrs. Bennett.

"MORMONISM" That Mrs. Pingry correspond with Mr. Harvey O'Higgins with regard to writing a short play on Mormonism that may be presented in women's missionary societies.

"MEXICANS IN THE UNITED STATES" That the matter of securing new leaflets on the Mexicans await the visit of Board members to that field.

"**MOUNTAINEERS**"-It was suggested that mountain melodies be purchased from firms publishing the same. Special attention was called to "Lonesome Tunes" published by Yard, Moffat and Co.

STORIES It was recommended that we try to meet our immediate need for good stories on all fields by having Miss Rue write to the various denominational boards for samples and to submit the best for the approval of this committee at its next meeting, and that we ask the publishers to allow us the privilege of reprinting for our own use such as are acceptable.

HOME LIFE SERIES The suggestion of "A Home Life Series" picturing conditions in the homes of the people we seek to aid was approved, and it was recommended that suggestions for authors for these leaflets on the various fields be presented at the next meeting of this committee.

COMMUNITY WORK It was recommended that Miss Rose McCord be asked for material for an illustrated pamphlet on the community work of our Board.

PICTURES Our need of pictures of our schools was acknowledged and the plan to procure negatives for them from the various schools was approved and the Literature Department was authorized to develop details for their publication.

HELPS ON TEXT BOOKS As there is not yet in hand sufficient information regarding the contents of the text books for the next two years we cannot proceed with plans for the preparation of helps for leaders of study classes, but the committee is advised to take up this matter as soon as practicable.

MAP OF NORTH AMERICA In order to dispose of the unsalable stock of maps of North America on hand~~s~~ Miss Rue is advised to write to Superintendents of Education in the states of the Southern Mountain and Mexican fields to see if they can use them in their public schools.

Upon motion the meeting adjourned.

Mary A. Gildersleeve

Secretary pro tem

New York, February 14, 1917.

Miss Edith G. Long,
156 Fifth Avenue,
New York, N.Y.

Dear Miss Long:-

The Committee on Literature and Publications held its annual meeting February 9, 1917, and took the following actions which are passed on for your consideration and further attention.

Recommendation was made that a copy of "Nutshell Items" be sent to the principal of each boarding school with a request to furnish up-to-date information that can be inserted after historical facts have been prepared by the officers who are responsible for the preparation of the leaflets in this series, the same to be returned to the officers, passed on to Mr. Allaben for his confirmation of facts, returned by him to the officers, and then passed on to Miss Ballard for publication.

Miss Quinlan moved that Miss Long, the General Secretary, should see that all articles intended for the press be read and approved. This motion was seconded by Mrs. Thompson and carried. It was recommended that Indian and Alaskan articles now in the hands of Miss Ballard, the Publicity Secretary, be submitted to Miss Long, the General Secretary.

"Home Field Extra" was discussed, its various phases considered, and it was the unanimous opinion that its general character should be changed as the "Home Field Extra" in its present style does not fill the need. Mrs. Thompson moved that we go back to the regular galley form. This was seconded by Miss Quinlan and carried. It was further recommended that the chairman of this committee take this matter up with Miss Ballard.

The question of allowing space in the "Home Field Extra" for Freedmen's work was considered. Mrs. Thompson moved that small items on the Freedmen be allowed in the "Home Field Extra". Seconded and carried.

That the preparation of a list of monthly topics for 1918 be referred to Miss Finks and Miss Long.

That Mrs. Herbert Fenn and Miss Mary McKubbin be asked to give us narratives on Alaska; that Dr. McKubbin be invited to write of his visit to his missionary daughter; and Mrs. Corning of "A Board Member in Alaska".

That our need for a leaflet showing the responsibility of the women's societies for the development of interest in our work among young people be referred to Miss Olga Hoff.

Mrs. McMillan's play on giving. No information.
(The committee would like information regarding this.)

Will you kindly see that the chairman of the Committee on Literature and Publications receives a carbon copy of your recommendations to the various parties affected by these actions?

Sincerely yours,

(signed) Mary A. Gildersleeve
Secretary pro tem

MINUTES OF THE COMMITTEE ON LITERATURE AND PUBLICATIONS

MARCH 6, 1917

Present: Mrs. Pingry, Miss Quinlan, Mrs. Hayden, Mrs. Thompson,
Mrs. Gildersleeve, Miss Ballard, Miss Rue, Miss Finks;
Mrs. McMillan, Miss Petrie, Miss Voss for a portion
of the time.

The meeting was opened with prayer by Miss Quinlan.

The minutes of the preceding meeting were read and approved and the following reports given on the same.

Mrs. Hayden and Miss Quinlan were appointed to proceed with the preparation of the Prayer Calendar and to consult with the General Council regarding its union with the Foreign Missions Year Book.

Miss Mabel Parker has Summer Offering leaflet in hand.

Dr. Mitchell will prepare manuscript on the Navajos.

Mrs. Herndon will prepare two Indian stories.

Dr. Moffett will prepare two manuscripts, "The Unreached Red Man" and "The Old and New Dwight".

Mrs. Cynthia D. King has sent material for an article on work at Wolf Point.

Mr. Odell will prepare leaflet on "The history of our work in Porto Rico".

Mrs. Herbert Fenn writes that she will be unable to prepare a narrative on Alaska.

Mrs. Corning will write of "A Board Member in Alaska".

Miss Hoff has consented to prepare a leaflet showing the responsibility of the women's societies for the development of interest in our work among young people.

Mr. Harvey O'Higgins wrote that he did not have the time to prepare a play on Mormonism, but suggested that the committee ask Ex-Senator Cannon whether he would be willing to do the work. This has been done.

Miss Alice Blake, Trementina, N.M. was the only name suggested to prepare a leaflet in the "Home Life Series".

Miss Rose McCord will prepare material for an illustrated pamphlet on the community work of our Board.

A suggestion was made to this Committee by the Office Conference that literature be distributed at the third Tuesday meetings of the Woman's Board. After discussion it was -

Moved that we recommend to the Board that on the third Tuesdays some one announce and concisely advertise literature on the subject of the month. Carried.

A recommendation from the Office Conference of December 13, 1916 was received March 1, 1917. It was as follows:

> "As the publication of Scholarship News has been taken from the office of the Treasurer, Miss Voss raised the question as to whether the magazine should still be sent out by the Treasurer. Miss Long stated that when readjustments were made that the work should be done in the Publicity Secretary's office, it was expected that the magazine should be sent out by the shipping or literature department."

It was moved that the matter of "Scholarship News" be left to the office with power. Carried.

The "Home Field Extra" was again taken up for discussion. The galley form was favorably emphasized and it was recommended that the contents should relate to the fields and phases of our work and be quoted from various sources.

After an explanation by Miss Finks that in view of the union of our Home and Foreign Calendars this is the proper time to consider the rearrangement of the monthly topics for both Home and Foreign Missions,

It was moved that Miss Finks be appointed to represent this committee with power to act in regard to the matter in conjunction with representatives of the other Boards who are interested.

It was moved that Miss Rue's request to reprint "A Responsive Missionary Service" issued in the May 1916 "Home Mission Monthly" be granted. Carried.

Miss Petrie presented the following:

> "In view of the fact that the Westminster Guild Home Mission Course comes during the fall months of 1917 the Westminster Guild Committee respectfully request the Publication Committee of the Woman's Board to take up immediately the preparation of a Presbyterian Supplement to accompany the text book "Missionary Milestones' and the helps provided by the Council of Women for Home Missions."

In view of the Committee's decision at its last meeting with regard to the preparation of helps for the new text books, there was no action taken on this request.

In spite of the fact that the increased cost of paper has made it necessary for the "Home Mission Monthly" to expend two hundred dollars more each month and the magazine has not increased its subscription price, Miss Finks requested that a recommendation be made as to whether the magazine should this year appropriate any amount of its surplus funds to the work on the field of the Woman's Board.

It was moved that the "Home Mission Monthly" turn over five hundred dollars to the treasury of the Woman's Board. Carried.

Meeting adjourned.

Secretary pro tem

ITEMS OF BUSINESS FOR PUBLICATION COMMITTEE
MARCH 6, 1917

Unfinished Business

"Nutshell Items". What is present progress of these?

"Home Field Extra"

What plans does the Committee have for the future publication of this little paper?

Prayer Calendar 1918

Appointment of committee by chairman.

Home Life Series

Suggestions for authors.

ESTIMATED EXPENSES OF LITERATURE DEPARTMENT FOR THE YEAR THAT MUST BE MET BEFORE NEW PUBLICATIONS CAN BE ISSUED

To California Depository (Shall this be continued?)	$ 300.00
Salaries	5256.00
Stationery, wrapping paper, twine, equipment, etc.	131.98
Expressage	503.07
Postage	1200.00
Text Books (1916-17 outlay will exceed this)	2800.00
Westminster Guild	267.27
Aids for treasurers, such as collection envelopes, mite boxes, and pledge cards	573.53
Annual meeting exhibit	250.00
	$11281.85
Prayer Calendar	1250.00
	$12531.85

New and reprint issues ????

FINANCIAL STATEMENT OF LITERATURE DEPARTMENT

Receipts April 1, 1916 - February 1, 1917	$ 6967.93
Expenditures April 1, 1916 - February 1, 1917	16089.11

MINUTES OF THE COMMITTEE ON LITERATURE AND PUBLICATIONS

APRIL 17, 1917

Present: Mrs. Pingry, Mrs. McMillan, Miss Quinlan, Miss Petrie; also Mrs. Bennett, Mrs. Hayden, Miss Sheibley, Miss Finks and Miss Rue for a portion of the time.

The meeting was opened with prayer by Miss Quinlan.

It was recommended that the regular monthly meeting of the Committee on Literature and Publications be held on each third Tuesday at 1 p.m.

After reading the Minutes of Meeting of Committee on Union of Year Books of Prayer of Woman's Boards of Missions, it was recommended that Mrs. Hayden and Miss Quinlan be authorized to confer with Mrs. Wood of the Foreign Board regarding the union of the Year Books of Prayer.

It was recommended -

1.- That the imprint on the cover of the united Year Book read: "Published by the Woman's Boards of Missions" instead of "General Council".

2.- That the Woman's Boards be magnified.

3.- That the names of the officers of the Woman's Boards appear with those of the General Boards of Home and Foreign Missions on the pages designated.

4.- That the calendar for the entire year that has appeared on the fourth page of the cover of past issues be omitted and that our committee, Mrs. Hayden and Miss Quinlan, be given power to decide in counsel with Mrs. Wood as to suitable matter to substitute in this space.

5.- That we strongly advocate the continuation of the idea of the devotional theme as given in past issues of our Prayer Calendar, and that in case the Foreign Committee should not care to take up this matter Mrs. Hayden and Miss Quinlan be responsible.

6.- That a Table of Contents shall be included, and further

This committee recommends that these recommendations after their acceptance by our Board be returned to the Committee of General Council.

Miss Finks reported on monthly topics and it was recommended that should there be any changes in the list she report the matter back to the committee.

Mrs. McMillan was requested to advertise our literature at May Third Tuesday meeting.

Motion - That the matter of "Scholarship News" be investigated by Miss Petrie and Miss Rue, that a full report be prepared by Miss Rue and submitted to our next meeting. Carried.

After having solicited and received narrative leaflets from other Home Mission Boards Miss Rue submitted thirteen that she had chosen from a large number as being possibly acceptable for the use of our Board.

In view of the fact that Home Mission Week will be celebrated next fall Miss Rue requested that we publish a definite program to cover eight days of meetings which shall be suggestive and adaptable to our societies. Carried.

Miss Petrie reported that Miss Lucy Porter has consented to prepare a supplement for leaders of Westminster Guild Chapters studying our text book "Missionary Milestones". She also reported that Miss Grace Walker has been asked to prepare a set of programs for Circles on the text book "Missionary Milestones".

Miss Petrie stated the need for a new Westminster Guild leaflet on the"Home Mission Stations" which she expects to prepare.

MANUSCRIPTS

#7069 -Letters from a Sheldon Jackson School Teacher, by Miss MacKubbin
#7070 -Mary Nook-Witch Girl, by Miss MacKubbin
#7068 -Lost and Found, submitted by Miss Quinlan
(Referred to Mrs. Hayden)

#7071 -Manuscript from Mrs. C.D. King, Wolf Point, Montana
#7073 -Flowers from the Garden of a Missionary Manse, by E.P. Aich
#7072 - " " " " " " " " Part II "
(Referred to Mrs. McMillan)

Meeting adjourned.

Secretary pro tem

MINUTES OF THE COMMITTEE ON LITERATURE AND PUBLICATIONS

MAY 15, 1917

Present: Mrs. Pingry, Mrs. Hayden, Mrs. McMillan, Miss Quinlan; also Miss Petrie, Mrs. Gildersleeve and Miss Finks for a portion of the time.

The meeting was opened with prayer by Mrs. Pingry.

The Prayer Calendar for 1918 was discussed and left in the hands of Mrs. Hayden and Miss Quinlan.

Miss Rue's report on number of scholarship letters required for scholarship holders was submitted and it was recommended that the matter of scholarship letters be held over for consideration later.

Narrative leaflets received from other Boards were placed in the hands of Miss Quinlan.

Motion - That the supervision of the editing of manuscripts approved and accepted by the Committee be placed in the hands of the General Secretary and that she incorporate if possible such suggestions as are given on the manuscripts by the members of the Committee. Carried.

Motion - That the sum of ten dollars be sent Mrs. Hernden for the manuscript "Flowers from the Garden of a Missionary Manse". Carried.

Motion - That the sum of seven dollars be sent Mrs. Clark at the suggestion of Mr. Mitchell for the manuscript "Mission Work among the Navajo Tribe" that he secured from her. Carried.

It was recommended that some member of the Committee on Literature and Publications assist Miss Rue on third Tuesdays to greet those who visit the Literature Department after the meeting.

Motion - That Miss Rue be authorized to purchase 1000 copies of the book "Under the Prophet in Utah" at fifty cents per copy and to sell the same at seventy-five cents per copy. Carried.

Mrs. Hayden was appointed to advertise literature at the next third Tuesday meeting.

Motion - That topics for 1918 submitted by Miss Finks be accepted and that arrangement submitted be used for Prayer Calendar and magazine. Carried.

Motion - That Mrs. Gildersleeve be authorized to prepare leaflet advertising text book "Missionary Milestones", also a leaflet giving suggestions for the study of the book. Carried.

MANUSCRIPTS

#7071 - Manuscript from Mrs. King
#7073 - "Flowers from the Garden of a Missionary Manse"
#7072 - " " " " " " " Part II
#8143 - "Mission Work among the Navajo Tribe"
#8114 - Miss Hoff's manuscript
(Referred to Mrs. Hayden)

#8426 - "A Real Missionary Clinic"
(Referred to Mrs. McMillan)

#7070 - "Mary Nook - Witch Girl"
#7069 - Letters from a Sheldon Jackson School Teacher
#7068 - "Lost and Found"
(Referred to Miss Sheibley for publication)

Meeting adjourned.

Secretary pro tem

WOMAN'S BOARD OF HOME MISSIONS.

May 29, 1917

Memorandum for Miss Voss
from Mrs. Pingry

At a meeting of the Committee on Literature and Publications May 15, 1917 action was taken that the sum of seven dollars be sent to Mrs. Howard Clark, Fort Defiance, Arizona, for her manuscript "Mission Work among the Navajo Tribe".

WOMAN'S BOARD OF HOME MISSIONS.

May 21, 1917.

Memorandum for Miss Voss
from Mrs. Pingry

At a meeting of the Committee on Literature and Publications May 15, 1917 action was taken that the sum of ten dollars be sent to Mrs. F.S. Herndon, Tucson, Arizona, for her manuscript "Flowers from the Garden of a Missionary Manse".

WOMAN'S BOARD OF HOME MISSIONS.

COPY

May 21, 1917

Memorandum

for Miss Sheibley
from Mrs. Pingry

At a meeting of the Committee on Literature and Publications May 15, 1917 the following action was taken.

> "Motion - That the supervision of the editing of manuscripts approved and accepted by the Committee be placed in the hands of the General Secretary and that she incorporate if possible such suggestions as are given on the manuscripts by the members of the Committee. Carried."

WOMAN'S BOARD OF HOME MISSIONS.

May 21, 1917

Memorandum for Miss Sheibley
from Mrs. Pingry

At a meeting of the Committee on Literature and Publications May 15, 1917 the following action was taken.

> "Motion - That the supervision of the editing of manuscripts approved and accepted by the Committee be placed in the hands of the General Secretary and that she incorporate if possible such suggestions as are given on the manuscripts by the members of the Committee. Carried".

The scholarship list requires the following number of letters for scholarship holders

Sitka, Alaska	139
Elm Springs	2
Ganado	21
North Fork	2
Tucson	113
Wolf Point	15
Indians	3
Dwight School	25
Menaul	50
Los Angeles	12
Allison-James	52
New Jersey Academy	31
Wasatch Academy	32
Bell Institute	33
Dorland	119
Farm School	109
Harlan	59
Home Industrial	111
Langdon Memorial	38
Laura Sunderland	62
Mossop Memorial	12
Normal and CollegiateInstitute	94
Pattie C. Stockdale	35
All	10

MINUTES OF THE COMMITTEE ON LITERATURE AND PUBLICATIONS

OCTOBER 16, 1917

Present: Mrs. Pingry, Mrs. Hayden; also Miss Voss,
Miss Finks and Miss Rue for a portion of the time.

The meeting was opened with prayer by Mrs. Hayden.

The minutes of the meeting of May 15, 1917 were read.

Miss Rue was appointed to advertise literature at the November third Tuesday meeting.

It was recommended that Mrs. Bennett write Miss M.D. Purves, Chairman of Publications of the Woman's Foreign Missionary Society of the Presbyterian Church, 501 Witherspoon Building, Philadelphia, Penna., thanking her for submitting the manuscript "Ten Points Program - Standard of Excellence Dramatized" and stating that in view of the fact that the Woman's Foreign Boards cover the territory of the entire country it will be unnecessary for our Woman's Board of Home Missions to publish the same.

Motion - That the article "The Grip of Mormonism" that appeared in the October 1917 issue of "The Home Mission Monthly" be reprinted in leaflet form. Carried.

Miss Rue's report on scholarship letters was presented and it was recommended -

That scholarship letters be mailed from Literature Department, scholarship list to be furnished by Treasury Department.

That the matter of investigating cost to print scholarship letters be left with Miss Rue.

The question of issuing a reprint of the individual certificate for Little Light Bearers was referred to Miss Petrie.

It was recommended that the pamphlet "Rev. Sheldon Jackson, D.D. - A Progressive Missionary" be reprinted.

It was recommended that the leaflet "Origin and Development of the Woman's Board of Home Missions of the Presbyterian Church in the U.S.A." be referred to Miss Quinlan for revision.

Miss Finks asked the opinion of the committee as to the advisability of continuing to send free copies of the magazine to public libraries, colleges and theological seminaries that had been suggested to her by individuals, and the committee recommended that she send the magazine to these institutions as heretofore this being a good means of advertising the same.

Meeting adjourned.

Stenographically reported

Approved by

Chairman

WOMAN'S BOARD OF HOME MISSIONS.

October 16, 1917

Memorandum
for Mrs. Bennett
from Mrs. Pingry

At the meeting of the Committee on Literature and Publications to-day the following recommendation was made.

> "It was recommended that Mrs. Bennett write Miss M.D. Purves, Chairman of Publications of the Woman's Foreign Missionary Society of the Presbyterian Church, 501 Witherspoon Building, Philadelphia, Penna., thanking her for submitting the manuscript "Ten Points Program - Standard of Excellence Dramatized" and stating that in view of the fact that the Woman's Foreign Boards cover the territory of the entire country it will be unnecessary for our Woman's Board of Home Missions to publish the same."

MINUTES OF THE COMMITTEE ON LITERATURE AND PUBLICATIONS

NOVEMBER 20, 1917

Present: Mrs. Pingry, Mrs. Hayden, Mrs. McMillan, Miss Quinlan; also Mrs. Thompson, Mrs. Gildersleeve, Miss Sheibley, Miss Finks and Miss Rue for a portion of the time.

The meeting was opened with prayer by Mrs. Gildersleeve.

Mrs. Kraeger was appointed to advertise literature at the December third Tuesday meeting.

The action of October 16, 1917 regarding "Ten Points Program - Standard of Excellence Dramatized" was rescinded and it was reported that Miss Purves had been written that the Board would cooperate in publishing this manuscript.

The Office Conference of November 7, 1917 recommended - "That all new literature be sent free of charge to synodical presidents". It was moved

That when writing synodical presidents attention be called to the fact that they would be better equipped in their office if they were subscribers to the leaflet subscription plans. Carried.

The Office Conference of November 7, 1917 also recommended - "That more new literature on the fields be prepared" and the following action was taken:

Motion - That officers who have visited the fields be asked to prepare literature so that it shall be ready for the months when the fields are studied. Carried.

It was also recommended that Miss Bessie V. Sneed of Panguitch, Utah, be asked to prepare a leaflet on her work.

With reference to a ~~third~~ recommendation of the Office Conference of November 7, 1917 - "That literature be sent promptly so that notwithstanding delay in transportation it may reach its destination for the meeting for which it is sent", it was

Recommended that a printed slip containing statement regarding present transportation conditions be prepared to be enclosed with orders of printed matter.

It was recommended that the letter of November 13, 1917 received from Esther W. Buxton, Allison-James School, Santa Fe, N.M. inquiring about scholarship letters, be referred to Miss Sheibley for attention.

Several items of unfinished business from the Minutes of February 9, 1917 were brought before the committee, and the following recommendations and reports were made:

1. - That Dr. Moffett be asked if we may expect soon to receive his promised manuscript for a leaflet on "The Unreached Red Man".

2. - That Mrs. Aldrich be asked if her manuscript for a leaflet to include the work at Pitt River, North Fork, Neah Bay and San Miguel is ready.

3. - That Mrs. Bennett be asked again to treat the topic "Newest Americans" in a leaflet that shall show "What Presbyterian women are doing to Americanize and Christianize the Immigrant" and "Why our Woman's Board has no work for Immigrants".

4. - That Dr. Hildreth be asked to prepare material on the later development and work of the San Juan Hospital.

5. - That Mrs. Tillinghast be asked to write a leaflet on Cuba.

6. - It was reported that Mrs. Corning had stated that she could not write a leaflet on "A Board Member in Alaska".

7. - Mrs. Pingry reported that she had referred the preparation of a brief statement showing the authority for the existence of our Board and reasons for our work among the exceptional peoples to Mrs. Bennett who promised to prepare it.

8. - It was reported that Miss Olga Hoff had prepared an article showing the responsibility of women's societies for the development of interest in our work among young people which was published in "The Home Mission Monthly".

9. - It was recommended that Miss Ogg, Mrs. Louderbough and Mrs. Bennett be asked to write of their experiences and impressions in their visits to our missions to the Mexicans.

Mrs. Pingry reported her inability to revise the Historical Sketch of the Woman's Board, and the following motion was made:

That Miss White be asked to revise the Historical Sketch of the Woman's Board and bring it up-to-date. Carried.

It was moved that four manuscripts from Dr. John Nelson Mills entitled -

#14495 - "Pattie C. Stockdale Memorial School, Colcord, W.Va."
#14497 - "Juniper, Tennessee"
#14496 - "Dorland Institute", Hot Springs, N.C."
#14630 - "Langdon Memorial School, Mt. Vernon, Ky."

be accepted and placed in the hands of Miss Sheibley for publication. Carried.

It was recommended that the Women's Missionary Society of the Presbyterian Church in Canada (Western Division) located at Room 628, Confederation Life Building, Richmond St., East, Toronto, Canada, be given permission to reprint the leaflet "Tying the Strings" according to a request from Miss Jessie Parsons received by our Board November ninth, 1917.

It was recommended that the following points regardingthe publication of the Year Book of Prayer be brought before the meeting of the General Council.

1. - That the Book shall be prepared with the thought of unity; namely, that it is one publication, not a combination of two separate manuscripts.

2. - That the character of the items of information concerning missions and missionaries, also the Scriptural theme in the Year Book, shall be varied from year to year.

3. - That the colors of the cover shall be changed each year.

4. - That one person shall have all business dealings with the printer.

5. - That provision be made for its distribution, left-over stock, etc.

6. - That a definite date be fixed for sending copy to the printer, and that a contract be made with him as to a date for the delivery of the completed Year Book.

Motion - That the Annual Meeting of Committee on Literature and Publications be held January 15, 1918. Carried.

Motion - That after this year the Annual Meeting of Committee on Literature and Publications be held third week of November. Carried.

Motion - That the page "National Service" that appeared in "The Continent" of July 19, 1917 be printed and used as a flier. Carried.

It was recommended that the question of duplicating magazines that stray in the mails and do not reach subscribers be left with Miss Finks for her consideration.

It was recommended that Mrs. Gildersleeve be authorized to print "Eventually - Why Not Now?" prepared by Miss Porter.

Motion - That Handbook Number Three be recommended for publication. Carried.

Meeting adjourned.

Stenographically reported

Approved by

Chairman

MINUTES OF THE MEETING OF THE COMMITTEE ON LITERATURE AND PUBLICATIONS

DECEMBER 18, 1917

Present: Miss Quinlan, Miss White, Mrs. McMillan, Mrs. Kraeger,
Mrs. Gildersleeve, Miss Finks and Miss Rue; also
Mrs. Pingry, Mrs. Hayden, Mrs. Thompson and Miss
Sheibley for a portion of the time.

The meeting was opened with prayer by Mrs. Pingry.

On request of the Chairman all of the members of the Committee were introduced to the members of the office force of the Literature Department by Miss Rue and "The Home Mission Monthly" by Miss Finks.

It was reported that the printed slip regarding transportation conditions had been prepared and was in the printer's hands. (See Minutes November 20, 1917)

It was recommended that Dr. Moffett's manuscript "Old Doings and New" "~~The Unreached Red Man~~" be accepted and handed to Miss Sheibley for publication.

Miss White reported her willingness to prepare the Historical Sketch of the Woman's Board if the Committee would be willing to have her delay doing the work until time would permit. (See Minutes November 20, 1917)

Miss Sheibley reported that Mrs. Tillinghast declined to prepare a leaflet on Cuba; that after the holidays Mrs. Bennett, Mrs. Louderbough and Miss Ogg will write leaflets on the fields they visited; also that she had written Dr. Hildreth, Mrs. Aldrich and Miss Sneed, but had not yet received replies to her letters. (See Minutes November 20, 1917)

Miss White moved that all new free literature and leaflet catalogues be sent to synodical and presbyterial presidents about one month before synodical and presbyterial meetings in the spring and fall. Carried.

Excerpts from several letters in commendation of the union of the Prayer Calendar and the Year Book of Prayer for Foreign Missions were read.

Congregational Prayer Calendars, issues of 1915, 1916 and 1917 were shown.

New issues were shown:

"Missionary Education" - A General Council leaflet
"The Scattered Family" - Dodger for Year Book of Prayer
"One Woman's Way" - Requested from Miss Fraser October 31, 1916
"to be ready for distribution February 1917".
"Twelve Christian Endeavor Missionary Programs" 1918
"Home Field Extra" January 1918 issue

A letter received from Miss Mary E. Logan of Vixen, N.C. regarding "The Road to Heaven" was read and it was moved that after perusal and editing, if necessary, by two members of the Committee, this booklet be reprinted for the special use of workers under the Woman's Board. Carried.

Rev. John D. Nutting, Secretary Utah Gospel Mission, had informally suggested that his leaflet "The True Mormon Doctrine" would be better for the use of the Board than "Articles of Faith of the Latter Day Saints". This matter was brought before the Committee and it was recommended that the latter leaflet be retained in our stock.

Miss Rue submitted a letter addressed to synodical and presbyterial secretaries for literature regarding the crediting of unsold literature. She asked if the Committee would consider it advisable to send it. The matter was discussed but no definite action taken.

Miss Finks submitted a letter regarding the urgent need for soliciting new subscriptions and all renewals for "The Home Mission Monthly", a tentative page on the same subject for February issue of "The Home Mission Monthly", and a suggested use of address stencils on post cards to subscribers whose subscriptions lapse. It was moved that she be authorized to send the letter to synodical and presbyterial secretaries for literature and that the page in "The Home Mission Monthly" and the post card use of stencils be approved. Carried.

A manuscript, "Joan's Knitting", by Miss Crowell was hastily scanned by several members of the Committee. It was thought inadvisable to place an order for same.

In a personal letter to Miss Quinlan the business manager of "The Assembly Herald" said:

> "I wish the way might be clear to have the Woman's Board use a page in THE HERALD every month. Don't you think it would be a good plan? Let me know if I can serve you in any way."

This suggestion was presented to the Board December eleventh and by them voted "that the matter be placed in the hands of the Literature and Publications Committee to bring in a recommendation to the Board." The question was discussed and upon motion of Mrs. McMillan it was voted to recommend to our Woman's Board that at present this Committee feels unable to accept Mr. Camden's offer. This vote was not unanimous.

The fact that unless plans for printing are communicated to all departments of work in our office it is possible to have duplication or lack of coordination in articles issued was brought to the attention of the Committee and discussed. It was decided that in case of necessary haste when between meetings it might be impossible to secure the approval of this Committee for new issues, the approval of the Chairman in conjunction with that of the Board's Administrative Officers shall be deemed sufficient. It was further decided that the Chairman's approval be required for all issues.

MANUSCRIPT

#15491 - Normal and Collegiate Institute and Farm School, by Dr. Mills
(Referred to Mrs. McMillan)

Meeting adjourned.

Stenographically reported

Approved by - Florence E. Quinlan, Chairman -